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SUBJECT: Uniform Conventions for NIS-Turkey (Tentative).

In order to develop the NIS-Turkey (Tentative) uniformly, it is requested that the following conventions be observed in the preparation of the text.

1. Text Headings. Topical headings will be indicated by the following sequence of letters and numbers:

- | | |
|--------------|----------------------------|
| I. (Chapter) | Text follows on new line. |
| 1. (Section) | do. |
| A. | do. |
| (1) | do. |
| (a) | Text follows on same line. |
| 1. | do. |
| a. | do. |
| 1. | do. |
| a. | do. |

2. Pagination. The section rather than the chapter will be the basic unit for numbering pages. Each page of manuscript will bear in the upper right corner the name of the study and of the chapter (e.g. NIS-Turkey (Tentative): Geography), and in the lower right corner the section and page numbers (e.g. 3-2).

3. Graphic material. There will be three types of graphic materials: Figures, Plates, and Maps.

Figures include material such as black and white line cuts that can be printed with the text on ordinary paper.

Plates consist of coated sheets upon which are grouped photographs or other material requiring special paper.

Maps consist of material appearing on fold-in inserts.

Each type of material will be numbered separately, by sections. (In final printing, captions will appear at bottoms of figures and plates, in upper right corner of maps.)

Example:

Figure 2. Annual rainfall.

Plate 2. Coastal types.

Map 2. Coastal divisions.

Chapter II -Coasts and Landing Beaches
NIS-Turkey (Tentative)
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copy to be given

Annex "B"

4th meeting ad hoc Committee

20 Oct 1947

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9 1/4 x 12 1/2

In planning the graphic material for reduction, it should be borne in mind that the final page will measure 9-3/4 by 12-1/2 inches, the type page, 9-3/4 by 9-3/4 inches.

4. Basic outline.

Chapter I. Brief.

Chapter II. Geography.

1. Introduction (including Strategic Summary.)
2. Terrain (including relief, drainage, soil, vegetation, and summary of cities.)
3. Coasts and Landing Beaches
4. Oceanography
5. Climate and Weather
6. Regional Analyses

Chapter III. Transportation and Telecommunications

Chapter IV. Cities and Towns

Chapter V. Sociological

Chapter VI. Political

Chapter VII. Economic

Chapter VIII. Scientific

Chapter IX. Armed Forces (including under Naval Forces "Ports ~~(Naval)~~ Facilities.")
and Naval

Chapter X. Map, Chart and Photo Appraisal (including appraisal of Hydrographic Charts and actual photographs)

Gazetteer. Similar to JANIS but included at end of NIS.

5. Paper size 8 1/2 x 14 ~~for limited distribution.~~
~~mimeo graphed or photo stated.~~

5. Paper size for limited distribution will be 8 1/2" x 14".
text will be double spaced and mimeographed.
graphics materials may be photo stated.

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TAB

OCT 15 1947

Subject: Resume of Ad Hoc Committee Meeting on NIS held 13 October 1947

1. The meeting was opened at 1000 in the CIA Situation Room, Central Building. Members and observers present:

Dr. Francis Larriman	State member
Col. Allan MacLean	Army member
Dr. Samuel McKee	Army
Capt. R. K. Davis	Navy member
Lt. Col. T. L. Ridge	Navy
Lt. Col. Robert Gould, Jr.	Air Force member (vice Col. Wallace)
Major Thomas Wolfe	Air Force
Mr. Donald Edgar	ICAPS
Capt. Henry Doan	ICAPS
Dr. Feveril Meigs	JISPB
	ORE, Chairman

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2. The first topic on the agenda was to determine the status of JANIS 51 (Turkey) and SID-Turkey. Dr. Meigs distributed copies of JANIS 51 production status (Annex A), and Colonel MacLean distributed copies of the SID-Turkey production status (Annex E) to all the members. After discussion the committee decided to merge the two projects into a single unified effort, and initially to issue a limited number of mimeographed copies for use of the Joint Planners and the Intelligence Agencies under the title, "National Intelligence Survey—Turkey (Tentative)".

3. The committee further agreed that the basic intelligence on Turkey was in such a fluid state that the final printing and general distribution of NIS-Turkey should be deferred to porarily until the gaps in basic intelligence on that country had been filled. In the meantime the NIS-Turkey(Tentative) would be reviewed at short intervals to keep it up to date.

4. The committee decided that NIS-Turkey (Tentative) should follow as closely as practicable the now chapter headings of the NIS outline utilizing all the material currently prepared for JANIS 51 and SID-Turkey. Primary responsibility for coordinating the production of the chapters and sections of NIS-Turkey were allocated as follows:

<u>State</u>	- Sociological and Political
<u>Army</u>	- a) Geographical (Terrain and Regional Analyses)
	b) Economic
	c) Scientific
	d) Cities and Towns
	e) Transportation and Telecommunications
	f) Armed Forces

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DECLASSIFIED
CLASS. CHANGED TO: TS S O
NEXT REVIEW DATE:
AUTH: IN 10-2
DATE: 5 NOV 1980

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23 October 1947

SUBJECT: Resume of Ad Hoc Meeting on MIS -- 20 October 1947.

1. The meeting was opened at 1000 in the CIA Situation Room, Central Building. Members and observers present:

Dr. Francis Parkman
Col. Allan MacLean
Capt. R. K. Davis
Lt. Col. C. M. DeHority
Lt. Col. Robert Gould, Jr.
Major Thomas Wolfe

State member
Army member
Navy member
Navy
Air Force member
Air Force
ORE, Chairman

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DOCUMENT NO. ---
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DATE: 8 NOV 1969
REF: NEWER-018645

2. The meeting opened with a general discussion on procedures to be used by the working committees in producing MIS-Turkey (Tentative). Pertinent to the discussion were Army's memorandum ("Annex A") and CIA's "Uniform Conventions for MIS-Turkey (Tentative)" (Annex "B"). The committee agreed to the following procedures:

a. The agency with primary responsibility for producing designated chapters and sections of MIS-Turkey (Tentative) (see Resume of Ad Hoc Committee Meeting -- 13 October 1947) will correlate the material with the other agencies on the working level and will produce five mimeographed copies each for the Intelligence Agencies, the Joint Planners, and the CIA.

b. The CIA will write Chapter I (Brief) upon receipt of all chapters and will submit the finished manuscript to the ad hoc committee for approval. The CIA will then distribute five mimeographed copies of the approved Chapter I in accordance with a above.

c. The CIA will print chapter cover sheets for MIS-Turkey (Tentative) and distribute them to the members of the ad hoc committee.

d. Army will receive the mimeographed sections of Chapter II (Geography) prepared by other agencies, write the Introduction to Chapter II, and distribute the finished chapter in accordance with a above.

e. The CIA will furnish Army and Air Force with size 8 $\frac{1}{2}$ " x 14" mimeograph paper for producing their chapters on MIS Turkey (Tentative) as the administrative regulations of these two agencies prohibit use of any paper wider than 8 inches and the other agencies object to using the non-standard 8 inch paper.

3. The next topic on the agenda was the development of the MIS outline. Captain Davis requested that the sub-section under Chapter III and Chapter IX, "Port (Naval) Facilities", be changed for clarity to "Ports and Naval Facilities". This change was agreed to by the Committee. It was decided

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Navy - Geographical (Oceanography, Coasts and Landing Beaches)Air Force - NoneCIA - a) Map Appraisal and Gazetteer

b) Geographical (Introduction, Climate and Weather*)

c) Brief

Army

*(The JANIS chapter on "Climate and Weather" is being produced by the Joint Meteorological Committee.)

5. The committee decided to implement the production of NIS-Turkey (tentative) by having the agency of primary responsibility for a chapter or section appoint a working committee on which would be represented the other interested agencies. The first draft of each completed chapter or section would be transmitted to the other agencies and CIA for comment and suggestion. Any comments would be transmitted to the originating agency which would then produce the finished draft. General supervision, correlation, editing and dissemination of this project would rest with CIA (Basic Intelligence Group).

6. The second topic on the agenda was to review the main chapters for the NIS outline and indicate their relative positions in the outline. Thorough discussion resulted in unanimous agreement on the following chapter outline for NIS:


<i>alternate</i>	Chapter I	Brief (a summary of all chapters)
<i>Geography</i>	Chapter II	Geographical including:
		(a) Topography
		(b) Coasts and Landing Beaches
		(c) Oceanography
		(d) Climate and Weather
<i>Communications</i>	Chapter III	Transportation and Telecommunications including:
		(a) Shipping and Merchant Marine
		(b) Brief of Port (Naval) Facilities
<i>Cities</i>	Chapter IV	Cities and Towns
<i>People</i>	Chapter V	Sociological (including Health and Sanitation)
<i>Government</i>	Chapter VI	Political (including Subversive)
<i>Economy</i>	Chapter VII	Economic
<i>Sciences</i>	Chapter VIII	Scientific
<i>Armed Forces</i>	Chapter IX	Armed Forces (including under Naval Forces, "Port (Naval) Facilities")
<i>Map Appraisal</i>	Chapter X	Map, Chart, and Photo Appraisal (Gazeteer)

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7. The committee requested the chairman to obtain concurrence of the Chiefs of Intelligence through the Director of Central Intelligence on the decisions reached by this ad hoc committee concerning the JANIS program. The committee also requested the chairman to obtain the current priority list on basic intelligence from the Joint Intelligence Committee of the Joint Chiefs of Staff as a basis for determining the priority list for the NIS program. The above requests are being accomplished by separate memoranda. The next meeting was scheduled for 1000 on Monday 20 October 1947. The meeting adjourned at 1630.

25X1A9aDistribution: *(Per annexes)*

Chief, ICAPS

Asst Dir/ORE

Chief, Plans and Policy *MAJ/ORE*

File-Basic Intel Group

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